Monthly BST Sponsor Meeting
January 23, 2007
10 am – 11 am

ATTENDEES: Due to technical difficulties with WebEx, all agencies will be presumed present on the agency scorecard for this meeting.

Upcoming Project Activities – Edward Brodsky

- What is needed from Sponsors:
    - Communicate BEACON HR/Payroll Project information to agencies
    - Attend Realization Kickoff on Jan. 24
    - Review BST and Communications Scorecard

- What you can expect from BEACON Team:
    - Weekly BEACON HR/Payroll Project website updates
    - High level project plan and agency resource overview presentation in mid-February
    - On-boarding of BST Training Agents scheduled for Jan. 31
    - Next Communications Agents meeting scheduled for Feb. 14
    - Change/WFT Agents to attend Role Mapping Workshop being held Feb. 19

Upcoming Meetings

- Tuesday, February 20, 2007 (10-11 am)
- Tuesday, March 20, 2007 (10-11 am)
- Tuesday, April 17, 2007 (10-11 am)

BEACON HR/Payroll Project Change/Communications Team Contacts

- Change/Communications Lead = Edward Brodsky – edward.brodsky@ncosc.net, 919-431-6520
- Communications Lead = Tyler Jones – tyler.jones@ncosc.net, 919-431-6523
- Change/WFT Lead = Libby Williams – libby.williams@ncosc.net, 919-431-6623
- Training Lead = Shirley Patterson – Shirley.patterson@ncosc.net, 919-431-6626

BST SPONSOR QUESTIONS AND ANSWERS

Do "regular" employees have access to generate reports in the BEACON system?
Only employees who have the appropriate clearance will have access to the reporting system and will be able to generate the reports they need according to their job responsibilities. The majority of employees will not be able to access the reporting system.

Are the people who have access to the system the same people who will be considered "Super Users" of the system?
Not necessarily. The reporting capabilities are meant for managers or users with a need to access the data. Super users will be employees who have a deeper understanding of the new system and its capabilities.

In regards to the ranking of the types of reports the team is working to have available (see slide 14 in Powerpoint presentation), how did the team come up with the "B" list (reports required to support operations)?
The BEACON BI team worked with the functional teams about all the reports needed and/or wanted by agencies to determine the ranking of each report.

How do you plan to bring in employee data?
We are currently working on a detailed plan to migrate employee data from the legacy system to SAP, with the goal of having the transition appear seamless to the end user.

In regards to the Training Communications Center (the operations center during the active training time period), why are only two people scheduled to work in the center? Shouldn't there be more staff assigned to this activity?
The two people will be assigned to the TCC full time, and will have the support of many technical team members to accomplish their duties.

How big should the classrooms be for BEACON training?
We expect approximately 10 people for each class (which includes computer availability for those students).

We understand BEACON is looking for instructors from the agencies. While our SMEs might be our best people, they are often also the busiest. Will the BEACON team work with us to determine the appropriate commitment of training resources from agencies?
Yes. The BEACON training team appreciates agencies' willingness to help with training efforts. We will work with each agency to determine the best use of your employees' time and resource availability.

Are there plans for a maintenance training phase after the system goes live?
Yes – we do not have a schedule at this time, but there are plans for training after go-live. One important reason for having instructors come from agencies is so they can more easily provide ongoing support to new users of BEACON.

Will BEACON change how time is processed and who enters time into the system?
For most employees, the way time is entered will not change significantly. For example, employees who only enter “exception” time, such as sick or vacation leave, will probably still only enter their leave in the new system instead of all their time worked. Some agencies may still choose to have employees without computer access fill out a paper timesheet that is given to a central time administrator who will then enter it into the system.

The BEACON team is putting together a chart outlining the way each agency processes time and pay by employee type (exempt, non-exempt, temporary) and will be confirming those assumptions with each agency over the next couple months to ensure we have an accurate understanding of how each agency plans to handle time entry.